



December 2004

United States Army Soldier Support Institute

Prepare a Request for Soldier Applications

Practical Exercise

(DO NOT WRITE IN THIS BOOKLET)

Prepare a Request for Soldier Applications

OBJECTIVE: This practical exercise is designed to evaluate your ability to prepare a request for Soldier applications.

MATERIALS NEEDED:

- 1 DA PAM 600-8
- 2 DA PAM 600-8-21
- 3 Scratch Paper
- 4 Pencil

INSTRUCTIONS:

- a. This booklet contains 10 questions. You must answer seven questions correctly to attain a passing score of 70%. You will have 40 minutes to complete this practical exercise. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new examination booklet from your instructor.
- b. Each question has only one correct answer. Make all responses clear and legible on a separate sheet of paper. Read each question carefully but move on so that you may answer all questions in the time allotted.

DO NOT BEGIN UNTIL YOU ARE TOLD

SITUATION:

You are a Human Resource Specialist assigned to 1st Bn, 87th Infantry Division, Fort Drum, NY 13843. A Soldier assigned to your unit would like to volunteer for Special Forces Training. You have received instructions from the Personnel Human Resources Sergeant requiring you to prepare the DA Form 4187. The Commander for Co B is CPT Kenneth Frierson. His Branch is Infantry (IN) and he will sign the 4187. The address for the Personnel Service Battalion (PSB) is the 87th Infantry Division, Fort Drum, NY 13843. Use the blank DA Form 4187 (Figure 1) for reference. Route the request: THRU the Battalion Commander, TO the PSB Commander, and FROM the Company Commander.

The following information has been verified from the Soldier's Enlisted Record Brief (ERB):

NAME:	ROH, ANTHONY MITCHELL
SSN:	979-11-9876
RANK	SGT
PMOS	11B2O00YY
ETS	20101016

1. Which entry is the correct entry for "Name" in Section I?

1. Roh Anthony
2. Anthony M. Roh
3. Roh, Anthony M.
4. Michael, Roh Anthony

2. Which entry is correct for "Rank" in Section I?

1. E5
2. SGT
3. SSG
4. Sergeant

3. Which entry is correct for "PMOS" in Section I?

1. 11B
2. 11B2O
3. 11B2P
4. 11B2O00YY

4. Which entry is correct for the "TO" address?

1. Commander
87th Mech Inf
Fort Drum, NY 13843

2. 87th Mech Inf Div
ATTN: PSB
Ft. Drum, NY 13843

3. 87th Mech Inf Div
PSB
Fort Drum, NY 13843

4. Commander
87th Inf Div
ATTN: PSB
Fort Drum, NY 13843

5. Which entry is correct for the "FROM" address?

1. Commander
HHC
Ft. Drum, NY 13843

2. Commander
HHC, 1 Bn (Mech) 77th Inf Div st
87th Mech Inf Div

3. Commander
Co B, 1st Bn, 87th Inf Div
Fort Drum, NY 13843

4. Commander
1st Bn (Mech) 77th Inf Div
87th Mech Inf Div
Ft. Drum, NY 13843

6. Which entry is correct for the "THRU" address?
1. Commander
87th Mech Inf
Fort Drum, NY 13843
 2. 3d Bn (Mech), 77th Inf
87th Mech Inf
Fort Drum, NY 13843
 3. B Co, 1st Bn (Mech), 87th Inf
55th Mech Inf
Ft Drum, NY 13843
 4. Commander
1st Bn 87th Inf
ATTN: BnS1
Fort Drum, NY 13843
7. When is the "TO" block completed?
1. Only if the action must go to Brigade
 2. When the action must go to Division
 3. Each time the DA Form 4187 is prepared
 4. When the action must go to Division and higher
8. When do you complete Section II?
1. When requesting an action
 2. To report duty status changes
 3. To report change in dependent status
 4. To report change in assignment status
9. What actions may Soldiers request?
1. Actions listed in section III (ONLY)
 2. Actions discussed in class (ONLY)
 3. Actions listed in DA Pam 600-8 and DA Pam 600-8-21
 4. Actions listed in section III and those discussed in class

10. Whose signature block is entered in Section V?

1. The requester's
2. The Soldier's supervisor
3. The person preparing the request
4. The commander or his/her authorized representative

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA Pam 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU: *(Include ZIP Code)*

2. TO: *(Include ZIP Code)*

3. FROM: *(Include ZIP Code)*

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, first, MI)*

5. GRADE OR RANK/PMOS/AOC

6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above soldier's duty status is changed from

to

effective hours,

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

<input type="checkbox"/>	Service School <i>(Enl only)</i>	<input type="checkbox"/>	Special Forces Training /Assignment	<input type="checkbox"/>	Identification Card
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-job Training <i>(Enl Only)</i>	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests	<input type="checkbox"/>	Separate Rations
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples	<input type="checkbox"/>	Leave-Excess/Advance/Outside CONUS
<input type="checkbox"/>	Reasgmt Extreme Family Problems	<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Change of Name/SSN/DOB
<input type="checkbox"/>	Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/>	Officer Candidate School	<input type="checkbox"/>	Other <i>(Specify)</i>
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/>	

9. SIGNATURE OF SOLDIER *(When required)*

10. DATE

SECTION IV - REMARKS *(Applies to Sections II, III, and V)(Continue on separate sheet)*

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

() HAS BEEN VERIFIED () RECOMMEND APPROVAL () RECOMMEND DISAPPROVAL () IS APPROVED () IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE